

JOHN MARSHALL SWCD CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Conservation Specialist

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform a wide range of technical and administrative duties that pertain to the implementation of local nonpoint source pollution control programs. This position is under the supervision of the District Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related, or a logical assignment for this position. Other duties may be required and assigned.

Engages agricultural landowners to identify soil and water conservation problems. Develops solutions through the application of modern agricultural techniques.

Provides information and technical assistance in the development and implementation of conservation plans for agricultural landowners.

Actively promotes and recruits applicants for the VA Ag. BMP Cost-Share and Tax Credit program as well as other State and Federal conservation programs through site visits, news releases, workshops, and other effective means.

Evaluates Cost-Share applications for need and feasibility, presents requests to Board of Directors for consideration at monthly Board meetings.

Conducts planning, layout, survey, engineering, design, and inspection of conservation practices installed under the Virginia Agricultural Best Management Practices Cost-Share and Tax Credit Programs, as well as other State and Federal conservation programs. Maintains engineering job approval authority as needed.

Maintains Cost-Share records in DCR's BMP Tracking Program and generate Cost Share related reports as needed. Maintains District financial spread sheet to track status of approved practices and allocation balances.

Writes articles related to agriculture, natural resource conservation and program opportunities for the District quarterly newsletter and news releases. Prepares follow up correspondence pertaining to the Cost Share Program and other conservation programs.

Nominates candidates, prepares presentations, and presents awards for clean water farm, conservation farmer and conservation contractors.

Develops and maintains good working relationships with cooperating agencies and organizations, including local government personnel.

Educates individuals and the public about soil and water conservation, and nonpoint source pollution.

Provides assistance to the District Soil and water quality education programs.

Attends monthly SWCD Board meeting Staff meetings, and interagency meetings as needed.

Assists with the development of the District Strategic Plan, Annual Plan of Work, Annual Report, and other reports as needed.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, presentation, Geographic Information System, Internet, or other computer programs.

Seeks out training and development opportunities.

Assists with other District projects as assigned by the District Manager, District Board of Directors, and NRCS as requested.

Maintains District vehicle and equipment for agricultural conservation work.

Assists the Virginia Dept. of Agriculture and Consumer Services in the investigation of water quality complaints to achieve the objectives of the Ag. Stewardship act.

Cost-Share Program and Erosion & Sediment Control Program employees cross-train as time permits.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles, practices and techniques of soil and water conservation in rural and urban areas; general knowledge of the various guidelines, policies, ordinances and regulations pertaining to soil and water conservation and land development and management; ability to plan, organize and carry out projects effectively; ability to present the results of research and recommendations effectively on oral, written or graphic form; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationship with landowners, land users, associates, government officials and the general public; skill in the use of basic engineering surveying equipment. Familiar with Best Management Practices for reduction of non-point source pollution; capable of designing and engineering of BMPs.

MINIMUM QUALIFICATIONS

BS degree in agriculture, natural resources, environmental science studies preferred or equivalent experience. Major course work in soils, natural resources, earth or environmental science or related field. Some experience in soil and water conservation work preferred. Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Pesticide Applicator license. Possession of Job Approval Authority.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principals and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical ability – tasks require the regular and, a times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory requirements – Some tasks require the ability to perceive and discriminate color or shades of color, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental factors – performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature extremes, machinery, vibrations, electric currents, bright/dim light or toxic agents.